DEPARTMENT OF THE ARMY
HEADQUARTERS, ARMY SUPPORT ACTIVITY
JOINT BASE McGUIRE-DIX-LAKEHURST
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000

REPLY TO
ATTENTION OF :

IMNE-DIX-ZA

JUL 01 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Support Activity – Dix Policy Memorandum #22 - Workplace Violence Command Policy

1. Workplace violence has emerged as an important occupational safety and health issue in many industries. Not only does violence in the workplace cause direct harm to employees of an organization, it also causes worker burnout, lower productivity, and increased health costs. Violence in an organization not only affects the victims but also co-workers, who feel angry, fearful, stressed, and depressed as a result. There is no place in this command for workplace violence at any level.

2. Applicability: This policy applies to all military personnel, federal civilian employees, and all other individuals assigned, attached, or otherwise physically present at, the US Army Support Activity (ASA), Joint Base McGuire-Dix-Lakehurst.

3. There are different types of workplace violence, depending on the relationship between the employee and the person committing the violence:

a. **Stranger on Employee**: Violence is committed by a stranger. There is no known relationship to the employee or workplace. The stranger may enter the workplace to commit a violent act or they may act outside the "traditional" workplace while the employee is in the course of their job.

b. **Customer on Employee**: Violence is committed by someone who receives a service, such as a current or former customer, client, patient, or passenger. The violence can be committed in the workplace or outside the workplace, but while the employee is performing a job related function.

c. **Partner on Employee**: Violence is committed by someone who has a personal relationship with a worker, such as a current or former spouse or partner, a relative, or a friend. This would include the attacker who has a personal dispute with a worker and enters the workplace to harass, threaten, injure, or kill.

d. **Employee on Employee**: Violence is committed in or outside the workplace by a current or former employee, a prospective employee, or a current or former supervisor or manager.

4. Policy: It is ASA Dix policy that:

a. All acts of violence, threats to commit violence, or other threatening behavior towards another individual or another individual's property during assigned duty times is prohibited. Management commitment will include the endorsement and visible involvement of top management providing the motivation and resources to deal effectively with workplace violence.

b. Acts of violence, threats to commit violence or other threatening behavior include any activity by an individual that would reasonably cause another individual to feel unsafe due to the threat of physical harm. This type of misconduct may take the form of verbal threats to harm another person or damage property, physical aggression, or harassment (including sexual harassment). Threats of violence include possession or display of a weapon of any type or exhibiting an object in such a manner that it reasonably appears to be a weapon.

c. Employees who are subject to or become aware of any violent acts or threats of violence shall immediately report the matter to their supervisor or any higher level authority. Supervisory or management personnel who receive a report of violent activity or a threat of violence shall take them seriously and immediately assess the situation, determine the nature of the threat and action to be taken.

5. Procedures:

a. When it is apparent that one or more individuals may be in immediate physical danger, the endangered individual or any observing individual shall notify the nearest available security or police unit. When action is taken by supervisory personnel, the information shall be reported to the department manager or director as soon as possible.

b. When the danger of physical harm does not appear to be immediate, gather all available information and, when reported to supervisory personnel, provide a full report of the circumstances surrounding the danger.

6. Enforcement: Military personnel who violate this policy may be subject to punishment under the Uniform Code of Military Justice and/or face adverse administrative action. Federal civilian employees who violate this policy may be subject to adverse administrative action, including removal from federal service. All other persons who violate this policy may be referred to the appropriate civilian authorities and/or be subject to other actions (e.g. removal and debarment from the installation, loss of government housing, etc.).

7. Prevention of workplace violence contributes to mission readiness. The Employee Assistance Program (EAP) is a workplace productivity program that will assist in providing health and wellness. Onsite training for topics such as stress management or anger management is available by calling (609) 562-4011.

PATRICK J. SLOWEY
Colonel, IN
Commanding